

United States Mission Nigeria

Vacancy Announcement

No. 2009-04	Date: January 27, 2009	Ref:
Subject:	TRAVEL COORDINATOR (97-116011)	
Location:	LAGOS – REGIONAL SECURITY OFFICE	
Applicability:	U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS)	

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), All Agencies

POSITION: Travel Coordinator, FP-8*

OPENING DATE: January 27, 2009

CLOSING DATE: Until Filled

WORK HOURS: Part-Time; 20 hours/week

SALARY: *EFM: US\$15,115.50 p.a. (Starting part-time salary)
(Position Grade: FP-8 to be confirmed by Washington)

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Abuja is seeking to employ a qualified Eligible Family Member candidate for the position of Travel Coordinator in the Regional Security Office.

BASIC FUNCTION OF THE POSITION:

The incumbent coordinates all USG official travel in the Lagos Regional security Office territory and tracks all movements. Makes all security recommendations concerning travel to the Regional Security Officer for his final approval.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://kss.irm.state.gov/sites/USEmbassyAbuja/HR/>

http://nigeria.usembassy.gov/job_opportunities.html

POSITION REQUIREMENTS:

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. High School Diploma is required.
2. At least three years of progressively responsible work experience with a government, military, police or private organization is required.
3. Level IV (Fluent) Speaking/Writing English Language is required.
4. Must be familiar with purchase request process, receiving travel advances and the voucher system of the US Government.
5. Must be able to familiar with safety and security aspects of airline travel.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed Not Ordinary Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or
a current resume or curriculum vitae that provides the same information as an OF-612;
plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4303
Fax: 09-461-4036

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

CLOSING DATE FOR THIS POSITION: (Until Filled)

The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Approval:HRO:ABrown
 Drafted:HR:NChijioke-Eze:nc/ca
 Cleared:RSO:RMyers
 Cleared:FMO:KDoyle